



**Ysgol Cefn Mawr**  
**First Aid Policy**  
*Learning Enjoying Achieving*

**Contents**

1. First Aid Policy Statement
2. Introduction
3. Definitions
4. Roles and Responsibilities / First Aid Training
5. Roles and responsibilities;
  - 5.1 Designated First Aider
  - 5.2 Basic Paediatric First Aiders
6. Location of First Boxes and Waist Bags
7. Contents of First Aid Boxes and Waist Bags
8. First Aid Treatment Areas
9. Incidents and Procedures
  - 9.1 Illness
  - 9.2 Minor Accidents and Injuries
  - 9.3 More Serious Accidents and Injuries
10. First Aid Record Keeping
11. Appendix I - List of First Aiders

## **1.0 First Aid Policy Statement**

All staff at Ysgol Cefn Mawr have a duty of care to the pupils, work colleagues, parents and visitors within our school.

The Governing Body has responsibility for First Aid at Ysgol Cefn Mawr. The Headteacher is responsible for ensuring that all staff are aware of this policy and the set procedures to follow when first aid treatment/care is required. Teachers and other staff in charge of pupils are expected to use their best endeavours at all time, particularly in emergencies, to secure the welfare of any patient. In general the consequence of taking no action is likely to be more serious than those trying to assist in an emergency.

## **2.0 Introduction**

The purpose of this First Aid Policy is to enable Ysgol Cefn Mawr to effectively meet the requirements of the Health and Safety (First Aid) Regulations 1981 and in doing so to:

- Provide for the immediate needs and requirements of all staff, pupils, parents, volunteers and visitors who have sustained either a minor or serious injury
- Ensure that adequate resources and arrangements are in place to deal with injuries/accidents as they arise
- Ensure lines of communication with parents/carers are in place if required
- Activate a known plan of action which all staff are familiar with.

The governing body shall inform employees of the first-aid provisions made for staff, including the positions of equipment, facilities and names of designated first aiders.

The treatment of minor illness, by the administration of medicines falls outside the definition of first aid in the Regulations and the School will not permit the presence of any medication in any of our first aid boxes. Please refer to the Administering of Medication policy regarding storing and administering medication within our school.

### **3.0 Definitions**

'First aid' means medical treatment for an injured person for the purpose of preserving and stabilising life and minimising the consequences of injury or illness until further medical treatment can be administered.

'First aider' means a person who holds a valid First Aid at Work certificate.

### **4.0 Roles and Responsibilities / First Aid Training**

The Headteacher shall ensure first-aid provision is appropriate for the circumstances of the school. Where necessary relevant, staff will be trained on how to administer aspects of first aid e.g. epi-pens and asthma inhalers.

Where the first aid assessment identifies a need for employees to be trained as first aiders, the Headteacher shall ensure they are provided in sufficient numbers at appropriate locations to enable first aid to be administered without delay should the occasion arise. All designated first aiders must re-qualify every 3 years. This means re-qualifying before the end of the third year when the certificate is no longer valid. A record of staff training certificates and expiry dates is held in the school office. It is the responsibility of the individual to ensure their certification is current and they are booked onto the course before cancellation of the certificate. It is the Headteacher's responsibility to ensure that there is a Designated First Aider on the school premises at all times.

It is the Headteacher's responsibility to ensure that all staff have read the school's First Aid Policy.

### **5.0 Roles and responsibilities of Designated First Aiders and Basic Paediatric First Aiders**

#### **5.1 Designated First Aiders**

Designated First Aiders will have received training approved by the Health and Safety Executive. At Ysgol Cefn Mawr we have one appointed Designated First Aider. The name of the First Aider is Ceren Williams. Her photograph and name are displayed in the school office and staff room, and at every wall mounted first aid box.

## **Main duties of Designated First Aiders**

- Give immediate help to casualties with minor/major injuries or illnesses.
- Take charge when someone is injured or becomes ill.
- Give immediate support when requested by any staff member and take over first aid care.
- Look after first-aid equipment by ordering and restocking first-aid boxes and waist bags, and ensuring all stock is in date.
- Check and sign accident books regularly.
- Ensure that an ambulance is summoned when appropriate.
- Ensure that the Headteacher and/or Deputy Head are reported of any serious incidents.
- Review the First Aid Policy on an annual basis, particularly after any changes to ensure the provision remains adequate.

### **5.2 Basic Paediatric First Aiders**

Appropriate staff receive Basic Paediatric First Aid Training. Records of certificates and expiry dates are accessible in the First Aid record kept in the main school office.

## **Main duties of basic First Aiders**

- Give immediate help to casualties with minor injuries or illnesses.
- Follow the set procedures as detailed within this policy.
- Request additional support or advice from a Designated First Aider if deemed necessary.
- Fill in the first aid book and forms to be sent home to parents/carers. These forms must be signed by the Headteacher, Assistant Headteacher, Class Teacher or a Designated First Aider.

### **6.0 Location of First Aid Boxes and Waist Bags**

We have 7 first aid boxes and 8 first aid waist bags. Suitable stocked first aid boxes and first aid record books are wall mounted in the following locations;

- Main reception area (staff accident book in office)
- Lower Foundation Phase kitchen (Lower Foundation Phase accident book)
- Upper Foundation Phase main entrance (Upper Foundation Phase accident book)
- Key stage 2 cookery area (Junior accident book)
- After School club room (After School Club accident book)

- Nursery
- Headteacher's office (including spare inhaler and spacer)
- First aid waist bags in each classroom (8)

First Aid waist bags are available in all classrooms.

Every Mid-day supervisor has a First Aid waist bag which is taken with them on yard duty. These are kept in the main office storage cupboard.

## **7.0 Contents of First Aid Boxes and First Aid Waist Bags**

The boxes should contain a sufficient quantity of suitable first-aid materials. According to DFE guidance, as a minimum, First Aid Boxes should contain: triangular bandage, wound dressing, instant ice pack and latex-free gloves. Individually wrapped sterile moist wipes, not impregnated with alcohol or antiseptic, may be used. First Aid waist bags should contain: 5cm crepe bandage, No.16 eye pad c/w bandage, large dressing 18x18cm, medium dressing 12x12cm, cleansing wipes, CPR face shield, latex-free gloves, assorted plasters, triangular bandage, guidance leaflet

All first aid resources are kept in the main office storage cupboard.

## **8.0 First Aid Treatment**

Treatment of minor incidents/accidents can be undertaken anywhere in school. Staff members should do so using the correct resources/equipment and gloves.

**At all times the dignity and feelings of the patient must be respected.**

## **9.0 Incidents and Procedures**

Pupil incidents and procedures should always be recorded in the appropriate First Aid book as listed in section 6.0. Any adult incidents or procedures should be recorded in the first aid book kept in the main reception office. Please see the Staff Handbook for procedures for dealing with pupil illnesses.

### **9.1 Illness**

Should a child be too ill to stay at school, he/she will be assessed by the Headteacher or Assistant Headteacher. If the child is to be sent home, a telephone call to parents/carers will be made as soon as possible so that the child can be collected.

## **9.2 Minor Accidents and Injuries**

Minor accidents and injuries can be cared for and treated by any staff member who holds a Basic Paediatric First Aid Certificate

### **Minor Cuts and Bruises**

Cuts are cleaned with sterile un-medicated wipes and bandages are applied if deemed appropriate. Plasters may be applied as long as there are no contra-indications. The use of disposable gloves is mandatory at all times.

All accidents are recorded in the Accident Report Book by the person providing first aid care. A letter home to parents/carers is sent home that day recording details of the incident and care given. The information recorded in the first aid book should always be the same as the information sent home.

### **Sprains/Bruises**

A first aider should administer first aid if appropriate. The patient should rest, a cold compress should be applied and the area elevated if necessary. If in doubt, one of the Designated First Aiders should be contacted for further advice. The Designated First Aider will then take over care of the patient. The accident book should then be completed and letter sent home. If deemed necessary permission will be sought from the Headteacher or Assistant Head for parents to be contacted to collect their child. Parents can be telephoned by the Secretary, Headteacher, Assistant Head, Class Teacher or Designated First Aider.

## **9.3 More Serious Accidents and Injuries**

**A Designated First Aider is contacted for immediate support.**

If considered safe to do so, the injured party is taken to the nearest First Aid provision. Parents are immediately informed, particularly if there is suspicion of broken bones/head or eye injuries. The child is kept under close observation until parents arrive, with the emphasis on making the child as comfortable and as settled as possible. The Headteacher or Deputy Head will be informed as soon as possible.

### **Stings/Bites**

If the case is serious parents are contacted immediately. No stings should be removed.

## **Faints and Shocks**

A first aider should administer first aid if appropriate. A Designated First Aider is contacted for immediate support. Lie the casualty down. Raise the legs above the level of the heart. Loosen any tight clothing. Ensure there is fresh air. Keep crowds away. Reassure casualty when they recover. The Headteacher or Deputy Head in their absence is to be informed as soon as possible. Parents to be telephoned and pupils to be taken home or further medical advice to be sought. First Aid book to be completed, along with letter for parents to take home.

## **9.4 Very Serious Injuries**

In the event of a very serious injury, parents/guardians are immediately contacted by the Headteacher or Assistant Head in their absence. If the considered opinion of the staff is that immediate professional help is required, an ambulance is called. On rare occasions the Headteacher/Deputy Head may agree that taking the child to Accident & Emergency in a private car is a more prudent option. The Headteacher or Deputy will drive, and one of the designated First Aiders must travel with the patient. Parents are kept informed of developing situations. Very serious injuries are considered to be severe bleeding, burns, scalds or unconsciousness. The event is subsequently recorded in the Accident Report Book.

## **10.0 First Aid Record Keeping**

It is the Headteacher's responsibility to ensure that procedures are in place for the immediate recording of any injury as required by the Social Security Act 1975 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

After administering treatment, first aiders will ensure they adhere to the School arrangements for record keeping and accident reporting, as detailed below.

All incidents, injuries, head injuries, ailments and treatment are reported in the accident books (see section 6.0).

### **Pupil Accident Books**

The information recorded will include:

- Pupil's Name
- Date and time of accident

- Place of incident and how accident/incident took place, along with details of injury/illness
- What first aid treatment was given
- How parents/carers informed
- Signature of the first aider/person dealing with incident

### **Staff Accident Book**

In the event of injury to an adult on the school premises, the staff accident book, located in the school office, should be filled in. This must be counter-signed by the adult who has sustained an injury or accident. Any injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other adult concerned should seek medical advice without delay. Depending on the severity of the accident or injury the staff member's next of kin will be contacted to collect the staff member from work.

This policy was reviewed by *Andrea Green*, and adopted by the Wellbeing Safeguarding Committee on the 25<sup>th</sup> May 2023.

Signed \_\_\_\_\_ Head Teacher

Signed \_\_\_\_\_ Chair of Wellbeing  
Safeguarding Committee

Review date: May 2025



**Designated First Aiders**

<b>Name</b>	<b>Certificate Date</b>	<b>Expiry Date</b>
Ceren Williams	20/11/20	19/11/23

**Emergency First Aid at Work with Paediatrics**

<b>Name</b>	<b>Certificate Date</b>	<b>Expiry Date</b>
Andrea Green	07/06/22	June 25
Sarah Ellis	07/06/22	June 25
Lyndsay Hopkins	07/06/22	June 25
Sarah Brown	07/06/22	June 25
Tracy Evans	07/06/22	June 25
Vicky Goodwin	07/06/22	June 25
Katie Williams	07/06/22	June 25
Emily Pierce	07/06/22	June 25
Rhian Hughes	07/06/22	June 25
Amanda Jones	07/06/22	June 25
Emma Jones	07/06/22	June 25
Mary Prile	07/06/22	June 25
Jane Simon	07/06/22	June 25
Eleanor Williams	07/06/22	June 25
Kelly Read	07/06/22	June 25
Vanessa Williams	07/06/22	June 25
Simon Williams	07/06/22	June 25
Isabelle Hughes	7/6/22	June 25
Helen Bayraktar	07/06/22	June 25